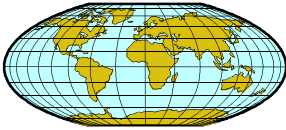


**U.S. Bankruptcy Court
District of Arizona**



CM/ECF UPDATE

August 2000

Welcome to First Issue

This is the first issue of the Electronic Case Filing (CM/ECF) Newsletter. It is our plan to produce this newsletter on a monthly basis. It will be used to provide you, the CM/ECF user, with updates, announcements and any other changes in the CM/ECF System. This newsletter will be posted at our Website, www.azb.uscourts.gov.

Claims in CM/ECF Cases

Starting with CM/ECF cases filed in 2000, it was our intention to scan and docket claims in all those year 2000 CM/ECF cases designated as asset cases. However, due to the volume of claims, we are unable to continue scanning and docketing all claims. Therefore, until further notice, we will only scan and docket claims in Chapter 13 CM/ECF cases. In a Chapter 7 CM/ECF asset case where

there is to be a distribution to creditors, we will scan and docket the claims, after the claims bar date passes, at the request of the trustee.

In Chapter 11 CM/ECF cases, the debtor's attorney may create their own claims register. The claims file(s) for a Chapter 11 case may even be checked out by the debtor's attorney so that the claims may be reviewed and copied, if desired.

CM/ECF Dockets

At this time the CM/ECF electronic docket displays parties and their attorneys for all those parties who have filed a pleading or other document in the case. While this presents no problem in the standard Chapter 7 or 13 case, in the larger Chapter 11 cases, when a docket report is generated, the list of parties and their attorneys can be as long as 40 pages.

The court and the CM/ECF User Group (comprised of attorneys, trustees and court personnel who file on CM/ECF) agree that the list of parties and their attorney should be removed from the docket. That list may be obtained using the Query function. This change will be made shortly.

Query Function

The query function allows you to look up a case by name (if you do not have a case number). The query function also permits you to obtain different lists and other information for a particular case by inputting the case number in the case number field. Then click on Run Query. To obtain an updated mailing list, click on **Creditor**. To obtain a list of all parties and their attorneys, click on **Party**. Attached are the two Query screens.

If you want to look up a case and only have the name, input the debtor's name (in all CAPS) and click on Run Query. If the debtor is a corporation partnership or other entity, input the name (all CAPS) in the last name field.

Inputting Party Names in CM/ECF

All debtor and other party names are input into CM/ECF by court

personnel in all CAPS. We also instruct attorneys to use all CAPS whenever they need to input a new party. The search functions in CM/ECF are case sensitive.

Therefore, if debtor and party names are in ALL CAPS and you search using lower case letters, you will never get a match.

We see that same parties have been input by their attorneys in lower case letters. We can no longer police this and change those parties to ALL CAPS. Therefore if you input a client in lower case, it will stay that way. So, when searching for that client to add to another case, you will need to remember to search in lower case. The court will continue to add all debtors and any other party it inputs in UPPER CASE.

Updated Mailing List

Mailing lists for 1999 and earlier CM/ECF cases are being updated on PACER. To obtain the updated mailing lists for these cases, you need to use PACER. Mailing lists for Year 2000 CM/ECF cases are updated on CM/ECF. To obtain an updated mailing list for these cases, use the Query function and click on **Creditors**. Unfortunately, at this time, the CM/ECF creditor list is only available in a one column format. A future update to CM/ECF should provide for a three column option.

provide for a three column option.

CM/ECF Information and Helpful Numbers

ECF Help Desk: 602-640-5800
Ext. 242

Questions? E-Mail to:

ecf_support@azb.uscourts.gov

Adding Attachments to Docket Events

When docketing an event with an attachment, please identify, with specificity, the attachment. To do this, on the screen in which you add attachments, #2 asks for the “Type” and “Description” of the attachment. We have created some frequently used “types” of attachments and have included these under “types” for you to select. If you do not see the type of attachment specified, you may type a description of the attachment in the description box.

If no description is selected or input, then when someone clicks on the

docket number, the next screen will look like this:

1. Main Document
- 2.
- 3.
- 4.
- 5.

The attachments will be blank and users will then need to open each attachment to find the one they need.

Query

Search Clues

Case Number	<input type="text" value="00-6992"/>	(Example: 99-80013)
Last Name	<input type="text"/>	(Examples: Desoto, Des*t)
First Name	<input type="text"/>	Middle Name <input type="text"/>
SSN	<input type="text"/>	Tax ID <input type="text"/>
Type	<input type="text"/>	<input type="button" value="▼"/>

Query

[Alias](#)

[Associated Cases](#)

[Attorney](#)

[Calendar By Case or Judge ...](#)

[Case Summary](#)

[Creditor](#)

[Docket Report ...](#)

[Judge](#)

[Notice of Bankruptcy Case Filing](#)

[Party](#)